



CITY OF HOUSTON
FINANCE DEPARTMENT
 Strategic Procurement Division

Sylvester Turner

Mayor

Jerry Adams
 Chief Procurement Officer
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March 8, 2022

SUBJECT: Letter of Clarification No. 4

REFERENCE: RFP No.: P03-T31149- Houston Airport System Food and Beverage Concessions (William P. Hobby Airport)

TO: All Prospective Proposers

This Letter of Clarification is issued for the following reason:

1. To provide notice that Bridget Cormier, Sr. Procurement Specialist, is the newly assigned buyer of record for this project. Please contact Bridget Cormier at Bridget.Cormier@houstontx.gov or 832-393-8715 for questions regarding this project.
2. To replace Exhibit XIV and its entirety with attached Exhibit XIV marked REVISED 3/8/22.
3. To provide responses to the questions received from prospective proposers prior to the deadline to submit questions:

1	Question	Sections 5.3.5, 5.4.9, 5.8.5 and 5.9.5 (regarding the Liquidated Damages stated in these provisions) There appears to be a section numbering error where these provisions cite other sections that the stated liquidated damages apply to. For example, Section 5.3 concerns pricing and products. Section 5.3.5 states liquidated damages, presumably for pricing and products. However, Section 5.3.5 refers to Section 5.2 which concerns Mystery Shopping requirements (rather than referring to 5.3). Are section sites in these sections in error?
	Response	<i>This is an error in the sample contract and will be corrected during negotiations. Section 5.3.5 should refer to Section 5.3 Pricing and Products.</i>
2	Question	Section 4.1.10 and Section 5.10.1 (regarding references to "Terminal D") Will these references to Terminal D be applicable to the concession agreement(s) from the RFP?
	Response	<i>This is an error in the sample contract and will be corrected during negotiations. Terminal D is not part of the scope for this RFP.</i>

Council Members: Amy Peck Tarsha Jackson Abbie Kamin Carolyn Evans-Shabazz Dave Martin Tiffany D. Thomas Mary Nan
 Huffman Karla Cisneros Robert Gallegos Edward Pollard Martha Castex-Tatum Mike Knox David W. Robinson Michael
 Kubosh Letitia Plummer Sallie Alcorn

Controller: Chris Brown

3	Question	In Section 4.1.10 & 5.10 there is a reference to of "Terminal D" impacts. Please clarify.
	<i>Response</i>	<i>This is an error in the sample contract and will be corrected during negotiations. Terminal D is not part of the scope for this RFP</i>
4	Question	The solicitation requires an 'ORIGINAL' signed in BLUE INK however will the city accept DocuSign as a way to gather signatures for forms that don't need to be notarized?
	<i>Response</i>	<i>Yes, DocuSign signatures will be accepted.</i>
5	Question	What is the effective date for the 10-year contract?
	<i>Response</i>	<i>The effective date is the date the contract is countersigned by the Houston City Controller; however, during negotiations, we are open to discussing the timing of the obligation for compensating the City to be more closely aligned to the time the concessionaire begins operations.</i>

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Procurement Division and the Houston Airport System. It is the responsibility of the Proposer to ensure that it has obtained all such letter(s). By submitting a proposal on this project, Proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their proposals.

If you have any questions or if further clarification is needed regarding this solicitation, please contact Bridget Cormier at Bridget.cormier@houstontx.gov or 832.393.8715.

Regards,

DocuSigned by:

Carolyn Hanahan

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for Jerry Adams
Chief Procurement Officer

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